

Career Ladder Program Application

Fiscal Year: **2011-2012**

1. COVER SHEET

School District: _____

Current program phase: Effective at 5.0% funding.

The 2010-2011 Career Ladder Program plan and handbook are submitted as reflective of program plans, and needs to request funding for fiscal year 2011-2012. The evaluation data from November 1, 2009, through November 1, 2010, are submitted to verify 2010-2011 plan authenticity and any changes made or proposed.

Check all that apply

- ☐ Apply for program approval to remain at current funding level during fiscal year **2011-2012**.
- ☐ Apply to maintain an additional incentive program (Complete Section 9).
- ☐ Apply to create a new additional incentive program to begin in 2011-2012 as specified in A.R.S. §15-918.02.B.1-2 (Complete Section 9).

Note: All initial or significant plans for an additional incentive component program must be approved by the state Career Ladder Advisory Committee prior to implementation. Approval may be requested at the time of yearly program approval or at a regularly scheduled CLAC meeting. Initial or revised approved plans will be effective the following fiscal year (by order of the State Board of Education, May 19, 1997).

- ☐ Apply for the program waiver specified in A.R.S. §15-918.03.5.a-d (Complete Section 10).

Note: The Arizona Department of Education must be contacted prior to a district submitting an application for a waiver. Applying for a waiver **does not** exempt annual application requirements.

Required Signatures:

(Plan will not be accepted without signatures)

District Career Ladder Director

Date

Typed name and title

District Superintendent

Date

Typed name and title

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2. STATEMENT OF ASSURANCE

Reference A.R.S. §15-918.B, p. 1

The _____ School District No. _____

assures the State Board of Education that it will

- Implement all eligible program activities.
- Maintain adequate documentation to fulfill Career Ladder program requirements per A.R.S. §15-918, as updated by 1992, 1994, 1995, 1996, and 1997 legislation and augmented by program implementation requirements of the State Board of Education.
- Provide program reports and other information as requested.
- Maintain adequate documentation for audit and monitoring purposes.
- Immediately inform the State Board of Education or Career Ladder Director of any major program changes.
- Expend approved funds only for authorized (legal) program purposes.
Note: Districts may only spend Career Ladder monies for expenses directly related to the Career Ladder program, including but not limited to salaries and benefits for teachers on the Career Ladder, evaluation, training, program administration, supplies, and capital items. Districts may not use Career Ladder monies for salary increases for teachers not on the Career Ladder or for other district expenses not directly related to the implementation of the Career Ladder program (by order of the State Board of Education, May 19, 1997 [A.R.S. §15-918.04, State Board Requirements, p. 11]).

Signature of District Superintendent

Date

Typed Name and Title

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3. INDIVIDUAL COMPONENT PROGRAM PARTICIPATION

Reference A.R.S. §15-918.03.4, p. 9*

Numbers should reflect current year as of November 1, 2010

A. Career Ladder participants

- _____ 1. Number of teachers **placed** in 2010-2011 and **receiving** Career Ladder addenda
- _____ 2. Number of other teachers **currently qualifying** (applying) for placement and **not receiving** Career Ladder addenda
- _____ 3. Number of eligible teachers **new to the district** (who must be evaluated for placement under A.R.S. §15-918.02.A.2) and not currently qualifying or receiving addenda
- _____ 4. **TOTAL PARTICIPANTS (add lines 1, 2, and 3)**

B. Eligible teachers

- _____ 1. Total number of eligible teachers, including participants from section A 4.

C. Career Ladder participation rate

_____ % (A 4 divided by B 1)

D. Participation

- _____ 1. What was your participation rate in 2009-2010?
- _____ 2. What was your participation rate in 2008-2009?
- _____ 3. If there are extenuating circumstances (such as numerous retirements, resignations) that have impacted the participation rate, please explain.
- _____ 4. How many schools in your district?
- _____ 5. How many schools have at least one teacher participating in the individual component?

*... at least fifty per cent, except that if a school district is devoting at least thirty percent of its Career Ladder funding to additional incentive components pursuant to section 15-918.02, subsection B, the school district may report its program participation rate to be one hundred per cent, that district level pupil academic progress has occurred and, if not already included, that provisions to require all teachers new to the district be evaluated for the Career Ladder program have been included.

** The program may include non-classroom instructional personnel. A district may utilize monies budgeted for the career ladder program for non-classroom instructional personnel if the following conditions are met:

- The position requires placement on a teacher's salary schedule and the individual holds a valid teaching or professional certificate issued by the Arizona Department of Education.
- The district requires the personnel to fulfill all requirements for placement on the career ladder including the evaluation of their teaching performance, submission of student academic progress evidence, and the assignment of additional higher level instructional responsibilities

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4. EXECUTIVE SUMMARY

Reference – See CLAC *Reapplication Review Checklist* for §15-918 citations

- The executive summary is a stand alone document which provides the reader a brief overview of a district's Career Ladder program.
- The summary must be no more than four pages in length.
- Each of the 13 categories listed below must be labeled.
- Each category should be described and explained with further depth and scope in the district's Career Ladder handbook, or the questions listed before or after each labeled category in Section 5 must be answered.
- Do not refer to other portions of this application in lieu of writing something in each labeled category.
 - A. Introduction and statement of the district's Career Ladder mission
 - B. Structure of the Career Ladder program (excluding additional incentive component)
 - C. Provisions for placement and advancement (on levels/steps)
 - D. Evaluation of teacher performance (instructional skills with students)
 - E. Evaluation of teacher's pupil progress (teacher accountability for pupil academic progress)
 - F. Higher Level Instructional Responsibilities (at all levels/steps)
 - G. Program administration (including steering committee, staff, etc.)
 - H. Periodic program evaluation, review, and refinement (data sources and improvement processes)
 - I. Professional development/leadership opportunities for teachers
 - J. Communication model (information dissemination process throughout the year)
 - K. Compensation system (separate salary schedule, addenda to contract, and caps)
 - L. Structure of additional incentive component (if applicable)
 - M. Impact of Career Ladder program on pupil progress (contributions and influence)*

*Explain further in Section 7. Analysis of Pupil Progress, not Section 5

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5. MAINTENANCE OF PROGRAM REQUIREMENTS

Reference A.R.S. §15-918.02

Use the following categories to document continued maintenance of program requirements. Cite page numbers from your 2010-2011 handbook that thoroughly explain each of the labeled program requirements **and/or** answer the question(s) listed before or after each category. Please label or write the question before each response. The 2010-2011 handbook **must be submitted** as part of your application.

Requirement	Page Number(s)
A. Career Ladder Mission	
B. Structure of Career Ladder program (excluding additional incentive component)	
C. Provisions for placement and advancement for each level/step. Include an overview graphic of all levels and steps if not included in your handbook.	

The following questions apply to D, E, and F.

- Who and how do they determine that criteria are met in each of the three required placement components: classroom performance, higher level instructional responsibilities, and student academic progress?
- How do you ensure inter-rater reliability in the placement process? Please describe training for persons involved in the placement process or refer to specific pages in your handbook.

D. Evaluation of teacher performance for each level <ul style="list-style-type: none"> • How many levels/steps in your program? Briefly describe the differences or refer to specific pages in your handbook that describe the performance criteria at each level/step. 	
E. Evaluation of teacher's pupil progress for each level	
F. Evaluation of higher level instructional responsibilities	
G. Program administration/steering committee (which includes teachers, administrators, a school board member, and a parent), pg. 6, §15-918.02A.6a	
H. Periodic program evaluation, review, and refinement (explains survey and data sources and collection)	
I. Professional development/leadership opportunities for currently placed and applying <ul style="list-style-type: none"> • How does the use of Career Ladder funds for professional development contribute to or influence student achievement? 	
J. Communication model (how information is disseminated throughout the year)	
K. Compensation system (provide a chart with levels/steps, salaries, and caps) <ul style="list-style-type: none"> • How are addenda to contract determined? 	
L. Structure of additional incentive component (if applicable)	
M. Appeals process	

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6. PROGRAM EVALUATION, REVIEW, AND REFINEMENT

Reference §15-918.02, pps. 6-7; 5.c, p.10

Please note that when referencing a survey, the following must be included for evaluation context:

- number of surveys distributed
- number of surveys returned
- percentage of surveys returned
- blank copy of survey
- survey data

In the analysis, you may then use percentages of the number returned. Do not include raw data or actual respondents' surveys. Include only a thorough analysis/summary of the data.

What did you say you were going to do?

- A. Include the projected program refinements/revisions from your district's fiscal year 2010-2011 application (Section 6 D, as stated in previous year's application). This should be copied exactly as previously stated.

What progress did you make on these refinements?

- B. Briefly summarize the progress to date on the projected program refinements/revisions (Item A above in previous application) from your district's fiscal year 2010-2011 application.

What analysis have you done since your application last November and on what data was it based?

- C. Briefly summarize your program evaluation analysis, activities, and corresponding data since your application in November 2010. C should be separate from A and B, thus it is more current.

After reviewing the data analysis since last November, what refinements do you plan to make/implement during 2010-2011?

- D. State/describe projected program refinements/revisions based on item C and/or additional program changes as a result of surveys, qualitative data, or district goals/direction.

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7. ANALYSIS OF PUPIL PROGRESS

Reference §15-918.03.5.b, p. 10

- A. Describe how the Career Ladder program supports the implementation of state and federal mandates using indicators of pupil progress.
- B. Include longitudinal district-level AIMS data and an analysis (data disaggregation) of factors (such as significant subgroups [ELL population, etc.], mobility rate of students and teacher population, professional development implemented district-wide, Arizona School Improvement Plans, etc.) impacting the pupil progress data.
- C. You may include additional data from district assessments that further explain factors that impact pupil progress.

Narrative should substantiate, to the extent possible, growth or decline in pupil progress and factors that influenced the results. Analysis should elaborate on causes and trends beyond just listing the disaggregated data in graph form. It should also include the contributing factors in Career Ladder criteria that impact overall district pupil progress.

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8. BUDGET

Reference §15-918.02 and State Board Requirements, pps. 10-12

Three parts are to be included in budget data:

- Part I: Line Item Budget (includes Sections I through VIII) ****Separate Excel document**
Reference ARS 15-918 and State Board requirements in column G. Include notes in column D.
- Part II: Budget Summary
- Part III: Additional Information

More detail is better than less. Attach additional information if there is not enough space provided in the three parts. Note the line number and/or letter for ease in evaluating.

8. BUDGET (continued)

Part II: Budget Summary

Indicate the following amounts and percentages for the current year's (2010-2011) budget.

A. Teacher Addenda (Line 4 on line-item budget, Section II)

_____ The dollar amount of Career Ladder monies spent on teacher addenda (include benefits).

_____ The percent of Career Ladder monies (excluding Additional Incentive Component, if applicable) spent on teacher addenda. If less than 50%, please include an explanation and label as 8.11.A.

B. Staff Development (Line 9 on line-item budget, Section III)

_____ The dollar amount of Career Ladder monies spent on staff development (trainers, facilities, stipends, substitutes, conferences, etc., and includes benefits)

_____ The percent of Career Ladder monies spent on staff development. If outside the range of 5% to 15%, please include an explanation and label as 8.11.B.

C. Administration of Program §15-918.02.6.c, p. 6 (Lines 1-8 on line-item budget, Section V)

1. _____ The dollar amount of Career Ladder monies spent on program administration (director or coordinator, peer evaluators, etc., and includes benefits).

_____ The percent of Career Ladder monies spent on program administration (includes benefits).

2. _____ The dollar amount of Career Ladder monies spent on classified staff (includes benefits).

_____ The percent of Career Ladder monies spent on classified staff (includes benefits).

3. _____ The dollar amount of Career Ladder monies spent on other costs (materials, printing, supplies, capital items, etc.).

_____ The percent of Career Ladder monies spent on other costs.

D. Other Administrator Salaries – This should be \$0 and 0% as Career Ladder funds can't be used to pay administrators other than the Career Ladder director/coordinator. (Line 3 on line-item budget, Section V)

_____ The dollar amount of Career Ladder monies spent on other administrator salaries (district administrators, principals etc).

_____ The percent of Career Ladder monies spent on other administrator salaries.

E. Additional Incentive Component (Line 5 on line-item budget, Section VI)

_____ The dollar amount of Career Ladder monies spent on the additional incentive component (includes benefits).

_____ The percent of Career Ladder monies spent on the additional incentive component including benefits (not to exceed 49%, §15-918.02 and State Board Requirements, pg. 7). If the amount spent exceeds 20%, CLAC requires justification (§15-918.02 and State Board Requirements, p. 8).

All of the percentages including anticipated carryover must equal 100% or more if there was carryover from the previous year.

8. BUDGET (continued)

Part III: Additional Information

A. Carryover

_____ The dollar amount of Career Ladder monies carried over from fiscal year **2009-2010**.

_____ The percent of Career Ladder monies carried over from fiscal year **2009-2010**.

- If this amount **exceeds 5%** of the Career Ladder budget, a written explanation must be provided (CLAC guideline).

_____ The **anticipated** dollar amount of Career Ladder monies, if any, to be carried over from fiscal year **2010-2011**.

_____ The **anticipated** percent of Career Ladder monies, if any, to be carried over from fiscal year **2010-2011**.

- If this amount **exceeds 5%** of the Career Ladder budget, a written explanation must be provided (CLAC guideline).

B. Do you anticipate any **major** changes in the **2011-2012** budget?

☐ YES

☐ NO

If yes, **briefly** explain any major budgetary shifts.

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9. ADDITIONAL INCENTIVE

Reference §15-918.02.B-C, pgs. 6-8

- A. Provide a 2-3 page detailed description of additional incentive program components including integration with the main Career Ladder program and support of both district and Career Ladder goals, a yearly November 1st performance assessment plan, an implementation timeline and incentive goals focused on reaching maximum school potential and enhanced pupil progress (§15-918.02 and State Board Requirements #5, pg. 7).
- B. Include a two-page-maximum description of parental quality rating conducted by the district and including questions relating to pupil progress (§15-918.02 and State Board Requirements #6, pg. 7).
- C. A separate budget and expenditure report for the additional incentive component must be provided. In addition to a current line-item budget, indicate the following (§15-918.02 and State Board Requirements #7, pg. 7).
1. _____ The dollar amount of the Career Ladder monies allocated to the additional incentive component.

_____ The percent of the Career Ladder monies allocated to the additional incentive component (not to exceed 49%) (§15-918.02 and State Board Requirements #8, pg. 7).
* If this amount exceeds 20% of the district's Career Ladder funding, provide justification, including documentation detailing teacher, administrator, district steering committee and governing board member involvement in the development of the program and a vote of all district teachers, with a majority indicating support for the additional incentive program.
 2. _____ The dollar amount of the additional incentive budget allocated for the purposes of planning and development.

_____ The percent of the additional incentive budget allocated for the purposes of planning and development (not to exceed 5%) (§15-918.02 and State Board Requirements #4, pg. 7-8).
 3. _____ The dollar amount of the additional incentive budget allocated for the purposes of staff development.

_____ The percent of the additional incentive budget allocated for the purposes of staff development (not to exceed 10%) (§15-918.02 and State Board Requirements #4, pg. 7-8).
- D. Provide a brief summary (one-page maximum) outlining provisions for spending these funds, if schools in your district do not meet the incentive for this application year (CLAC guidelines).
- E. Include current line-item budget, reflecting the appropriate dollar amounts, budget percentages, and justifications (when necessary).

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10. WAIVER

Reference §15-918.03.5.a-d, pg. 10

Was a waiver previously granted to your district?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If YES, what was the date of the initial waiver? _____		

- A. Submit a complete re-application packet
- B. Provide a statement clearly outlining
 - 1. a description of the components that will be revised under the waiver
 - 2. how the proposed waiver will improve the program
 - 3. how the program improvements will enhance pupil progress
- C. Provide additional documentation of the following:
 - 1. The district has integrated its Career Ladder program with other reforms or programs that are designed to improve pupil progress.
 - 2. The district is actively evaluating and reviewing its Career Ladder program and making adjustments as necessary, including an analysis of the impact of the present program on pupil achievement.
 - 3. The Career Ladder program is strongly supported by teachers, administrators, and the governing board.
- D. If a district is applying for continuation of a previously granted waiver, the status of progress must be reported. Provide a short narrative (3-4 pages) outlining this progress.

NOTE: A district may present amendments to its Career Ladder plan at regularly scheduled CLAC meetings rather than waiting until the entire waiver period is up. Please contact the Career Ladder Office at the ADE to request inclusion on the agenda.